

1979

Graduate Management Programs Masters Program Student Handbook 1979

Nova University

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GRADUATE MANAGEMENT PROGRAMS



Masters Program Student Handbook

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NOVA UNIVERSITY
GRADUATE MANAGEMENT PROGRAMS
MASTERS PROGRAM
STUDENT HANDBOOK

Welcome to the student body of the Graduate Management Department of Nova University. You are joining many other students on campus in Fort Lauderdale or in one of our many external clusters and corporate programs in the pursuit of a Graduate Management Degree. Specifically these degrees include: The Masters of Business Administration, the Masters of Science in Human Resource Management, or the Masters of Science in Computer Systems Management. Still others may be pursuing the Certificate of Banking or Certificate in Savings and Loan Programs.

Through your choice of Nova, you have assured yourself of a rewarding, innovative educational experience designed to forward your career objectives and provide personal enrichment. To assist you in your program with Nova, we are providing in this booklet a ready source of information on the policies, practices and procedures of your program. Please take time to familiarize yourself with the contents and keep this Handbook as a ready source of reference.

The Administration takes this opportunity to wish you the best of luck in your academic pursuits and to offer our assistance and support to you in meeting your academic objectives.

The Administration

Martin I. Veiner, Ph. D.
Director

Margaret R. Shearon, M.A., Ed. M.
Associate Director

Jane Whitney, M.S.
Assistant Director

ACADEMIC STANDING

A student in good academic standing is one who maintains at least a 3.0 cumulative average at all times.

Probation: Any student falling below a 3.0 cumulative grade point average will immediately be put on academic probation. The student has six months to bring the cumulative average up to an acceptable level. If this is not done, the student faces academic dismissal at the end of the six month probationary period.

Dismissal: For failure to maintain the academic standards a student may be dismissed from the program. The student has the option to petition the department for reinstatement after six months has elapsed from time of dismissal. Such petition must convey conclusive evidence that the student now has the ability to perform satisfactory graduate work. Each case will be decided on an individual basis.

ADMISSIONS

The full list of admission requirements is available in the GMP brochure and will not be repeated here. Following is specific information relevant to meeting those requirements.

Admissions Examinations: Where required, admissions examinations should be taken as soon as possible. Some students will start their course of study without having completed this important requirement and are urged to take the exam at their earliest convenience. The Graduate Management Admissions Test (GMA) is administered four times a year by the Educational Testing Service, P.O. Box 966, Princeton, N.J. 08540.

The GRE or LSAT are substitutable only if they have been taken prior to entry into GMP and a high score has been achieved.

The requirements that students complete the GMAT as soon as possible gives them the additional benefit of retaking the exam if necessary.

Status: Only students who meet all admissions requirements prior to beginning class work are granted full matriculant status. Students who do not meet all admission requirements prior to beginning class work are permitted to register as non-matriculants or conditional matriculants.

Non-Matriculant Status: Is given to a student permitted to register for course work but who is lacking any of the following:
(a) transcripts; (b) letters of recommendation; (c) admission test date. NOTE: Non-matriculant status does not guarantee continuation in the program once all credentials have been received and reviewed.

Conditional Matriculant Status: Is given to a student permitted to register for course work but who is lacking any of the following:
(a) satisfaction of prerequisite courses; (b) less than a 3.0 Grade Point Average; (c) submission of GMAT test score.

Probationary Status: Is given to a student on academic probation for weak academic credentials. This student must maintain a 3.0 or higher GPA for the first six months of graduate course work, with no grade lower than a "B" or the student will be dismissed from the program.

Full Matriculant Status: Is given upon satisfaction of all requirements for admission to the master's program. Students will be notified of formal acceptance to full matriculant status after satisfaction of all admission requirements.

Prerequisite Satisfaction: For the various prerequisite subjects, satisfactory completion of a 3 credit introductory course will be sufficient. For those starting their graduate work with one or more deficiencies in this

area, it is suggested that the prerequisite work be done as soon as possible. Undergraduate prerequisites may be fulfilled in the following ways:

1. The Graduate Management Department provides once-a-week intensive classes for all prerequisite subjects at least once every six months. This is for the convenience of our students.
2. An introductory 3 credit course may be taken at any other accredited college or university if this is more convenient to the student.
3. An equivalency test may be taken if the student thinks he/she has enough background knowledge to pass the examination. These proficiency tests are offered by nationally recognized programs such as CLEP, LOMA, or USAFI.

ATTENDANCE

Due to the condensed, weekend format of our courses, full attendance is extremely important. If a student cannot attend a session, the absence must be cleared in advance with his instructor. Should the instructor be unavailable for some reason, the student must contact the GMP office in advance of the absence. Absolutely no more than one excused weekend absence will be allowed per semester. If a student sees his/her schedule will not permit regular attendance during a particular semester, he/she should arrange to withdraw for the semester. We reiterate, attendance is kept by the instructors and there will be no exceptions to the above policy.

COMPUTER USE & LAB

The Nova Computer facilities are located on the first floor of the Mailman Building. Students will be instructed in computer use in their

Quantitative Methods course and Managerial Economics. It is recommended that students avail themselves of computer services and gain the experience of applying these facilities. The computer lab is accessible on a 24 hour basis.

COUNSELING

The Graduate Management Program Office maintains a counseling staff to help you in your academic career. Counselors are particularly helpful when you are considering applying for the program to help you correlate your career objectives with our educational opportunities. During the counseling process, you will be advised as to which requirements for acceptance are lacking and a tentative schedule for the entire program is prepared. Student orientation usually occurs during counseling as well as during your first GMP class.

We highly urge you to take advantage of our counseling facilities whenever you have any academic problem and we require that all first time registrants make an appointment to see a counselor prior to commencement of classes.

COURSE SEQUENCE

Please see our GMP brochure for complete curriculum outline and course descriptions. Please note that the curriculum as described is set in a required sequence. The MBA or HRM core of five courses must be taken in order followed by the MBA or HRM required courses. The three electives round out the program. Anyone needing to go off sequence for any reason must see a counselor and get GMP approval. Such students should also realize that they are possibly putting themselves at a disadvantage by sacrificing the continuity of coursework.

EVALUATIONS

Students will be asked to complete a written evaluation form upon completion of each class. These evaluations are strictly anonymous and the data is compiled and utilized in scheduling of courses, analyzing course content and, in general, in better serving your needs.

EXAMINATIONS

Examinations are given in a variety of formats determined by the requirements of the individual course and instructor. All in-class examinations should be done in blue books provided by the students. All take-home examinations should be returned in typewritten form.

Students are reminded that Nova adheres to the honor system and that cheating of any type will be harshly dealt with.

FINANCIAL AID

Graduate Assistantships: There is available a small number of graduate assistantships each term which grant tuition waivers in exchange for help in operating tutorial sessions, grading for professors, or performing other support services as needed by the Graduate Management Program Office. These assistantships are generally only available to advanced students who have already completed the quantitative courses and are limited in number.

Student Loans: Financial Aid is available to full-time and half-time students primarily through the federally insured student loan program. If you would like to apply for such a loan, please contact the Financial Aid Office, Extension 205.

V.A. Benefits: Students who are eligible for Veteran's Administration educational benefits should consult the Nova V.A. Advisor, Carol Knox,

Extension 205. The V.A. Regional Office can be reached on a toll-free line, 800-282-8821. V.A. benefits normally take three to six months to begin, so please plan ahead, as you are responsible for your tuition to us, and the V.A. will only serve to reimburse you.

Students who are applying for Veterans Educational benefits for the first time should complete VA Form 22-1990 "Application for Program of Education or Training". Those students who have previously received educational benefits should complete VA Form 22-1995 "Request for Change of Program or Place of Training". Students are responsible upon acceptance and/or enrollment to notify the VA section of the Nova Financial Aid Office that they desire VA benefits. Nova will submit certification of your enrollment (Form 22-1999) to the Regional Office in St. Petersburg which has jurisdiction over all Nova programs.

All student status changes (i.e., courses dropped, unsatisfactory progress, withdrawal) will be reported to the V.A. Regional Office immediately upon notification to the Financial Aid Office by the GMP office. Please note that the standard load in the Masters program is 6 credits per semester which is equivalent to 1/2 time study in terms of reimbursement.

The current benefit rates as of October 1, 1977 for 1/2 time study are:

<u>No Deps.</u>	<u>1 Dep.</u>	<u>2 Deps.</u>	<u>Each Add. Dep.</u>
\$156	\$185	\$211	\$13

GRADING

For purposes of the cumulative grade point average system, the following grades are listed with their equivalent quality points. All courses carry three semester credit hours.

A	Excellent	4 points
B	Good	3 points
C	Acceptable	2 points
F	Failure	0 points
W	Withdrawal	0 points (see Withdrawals)
I	Incomplete	0 points (see Incompletes)

All students must maintain a cumulative grade point average of at least a 3.0.

Incompletes: An incomplete may only be received with the consent of the instructor. It is reserved for cases where most but not all of the course requirements have been successfully completed. Once an incomplete has been received, the student has six months in which to make up the incomplete. A \$10 fee is charged to process the grade change. If at the end of six months the incomplete grade has not been removed, it automatically, without notice, becomes a course grade of F. Removal of an F may only be accomplished by retaking the course at full tuition charge. Failure to remove the F promptly may result in academic dismissal.

GRADUATION REQUIREMENTS

In order to be eligible for graduation, the student must fulfill the following requirements:

1. The student must have achieved full matriculant status in the program. This is important since some of the students are allowed to start the program with some prerequisites lacking.
2. All course work must be completed with a 3.0 minimum GPA for all graduate work taken.
3. Satisfactory completion of either the thesis or the experience paper.
4. All tuition and fees must be paid in full.

When all of these conditions are met, the student will be invited to fill out the necessary graduation papers and pay the \$15 graduation fee.

Actual ceremonies take place once a year and all students are invited to march in the graduation immediately following their completion of all course requirements.

GRIEVANCE PROCEDURE

Students who have reason to believe that there has been an error in assigning a grade may formally protest and invoke the grievance procedure covering all course work in Graduate Management Programs. In order to do so, the following steps must be followed.

Step One: Student contacts faculty member to discuss the grade given vs. the grade expected. Hopefully, the problem can be solved at this level.

Step Two: If issue is not settled, the student will put in writing to the faculty member the specific objections to grade given. Faculty member must respond in writing giving reasons for grade given, stating the following: (a) grading criteria (b) student's grade distribution (c) justification for (b). Copies of this communication must be forwarded to the Graduate Management Program Office.

Step Three: Once written communications from both faculty member and student involved are received in the Graduate Management Program Office, the matter will be referred to an impartial body (Appeal Committee) composed of: one faculty member, one student, one representative of the Graduate Management Program.

Step Four: The Graduate Management Program Office will inform the

student and faculty member in writing of the decision recommended by the Appeal Committee with regard to the protest of grade. If no further written objections occur within ten days, the recommended grade will be assigned.

In order to discourage needless grade protests, the Appeal Committee may also recommend extra work and/or retaking of the course in question by the student who appeals a grade and is still found to lack having mastered the course objectives or who is unable to demonstrate the requisite knowledge for the course. The Appeal Committee may ask that all course materials be submitted for review in rendering a decision over disputed grades. The student may further appeal to the Student Affairs Committee who may review the process for procedural regularity only.

HELP SESSIONS

Graduate Management Programs maintain a series of help sessions which are voluntary in nature for the following courses:

GMP 5040/5041	Quantitative Methods in Management
GMP 5050/5051	Economics
GMP 5060	Managerial Accounting
GMP 5061	Financial Accounting
GMP 5080	Financial Management

Help sessions are offered once between every two class meetings. They normally meet on a regularly scheduled weekday evening and are conducted by a graduate assistant who has previously done excellent work in the same course. The purpose of the Help Sessions varies with the

instructor and the course, but, in general, homework problems are reviewed and tutorial help is provided. All students are encouraged to take advantage of this opportunity and attendance is highly recommended although not required.

IDENTIFICATION CARDS

I.D. cards are provided by the Program Office and are necessary to exercise library privileges. Student I.D. cards are also useful in obtaining student discounts where applicable.

INTERNATIONAL STUDENTS

International students are required to meet all entrance requirements as outlined in the Graduate Management Programs brochure plus demonstrate a high degree of English proficiency. A TOEFL score of 500 or higher must be submitted before an International student can be admitted to the program. In addition, he/she may be asked to undergo an evaluation by the Bilingual Department for a level 4 language proficiency and an interview with Graduate Management Program staff to determine English language competency for graduate work in business.

LIBRARY FACILITIES

Nova University maintains four separate libraries on campus. Each of them is small but growing in acquisitions each year. The main university collection is in the Behavioral Sciences Library. Other collections are in the Law Library, Life Sciences Library and Ocean Sciences Library.

In addition to the usual reference materials available, computer technology has made an extended research capability a reality. Students

researching a particular subject may choose key words for the librarian who ties into the Dialog Information Retrieval Service, which is a continuous access system to major data bases of the world, operated by the Lockheed Company. The information quantity is quite enormous and it is organized by data base indexes from Science and Technology; Education, psychology, Sociology and Business areas. There is a nominal charge to students using the service which the school also shares but it can perform in minutes that which would ordinarily take months to do.

OFFICE HOURS

GMP Staff

Hours in the GMP Office are Monday to Friday from 8:30 a.m. to 5:00 p.m.

During registration periods, evening hours are available for counseling by appointment only.

Instructors

Since our Adjunct Faculty maintain no regular office hours for Nova, it is understood that they will be available for telephone consultation as needed. Check with your professor as to the best time to call.

ORIENTATION

Student orientation is provided in two ways. The first basic orientation occurs when the new student is counselled at the GMP office. Subsequently during the first night of classes all students are oriented by administrative staff. This orientation covers rules and regulations of the program, writing standards, attendance requirements, grading procedures, etc. Although the beginning classes get the most complete

orientation program, all classes see administrative staff the first night of class and are brought up to date on anything of interest.

PLACEMENT SERVICE

Nova operates a placement office for Nova graduates. Students are asked to submit an updated resume to the Graduate Management Program Office upon graduation and to complete the separate required paperwork for the Placement Office. This service is available to our graduates as a lifelong benefit of Nova University.

REGISTRATION

Registration takes place four times a year beginning approximately two weeks before the start of the semester. Registration for continuing students can take place either in person or by mail. All students should receive a registration package in the mail shortly prior to the opening of registration. If for any reason a student does not receive this package, he/she should call the office and one will be mailed out immediately. Students registering by mail must pay tuition in full. Anyone needing to make any special financial arrangements must do so in person.

All new students must also register in person as first time counseling is required.

SCHEDULING OF COURSES

All core courses for the Masters Program will be offered each term. All other required courses will be scheduled at least once every other term.

Electives will be scheduled on demand. At least 10 students must

sign up for an elective to ensure the class being run. Please let us know well in advance what electives you would like to see scheduled.

STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is composed of one faculty member from each center, two student representatives from each center and the Registrar. With the exception of the Registrar, one-third (1/3) of the committee faculty members may ask to be replaced each year.

The Student Affairs Committee reviews admission procedures and financial aid and it oversees commencement activities and data. It makes recommendations to the Administrative Council concerning student facilities on campus and student problems of a University-wide nature.

STUDY FORMAT

All GMP graduate programs meet on a four semester, year-round basis. Each semester lasts three months and consists of five weekend seminars with the final one being mainly used for exams where applicable. Each class meets for 20 class contact hours excluding exams, two hours on Friday nights and three hours on Saturdays.

The average student is a full time working professional and finds it possible to take two courses or six credits per semester. This allows him/her to complete the entire 36 credit hours of our basic program in 18 months. Those taking specific majors may require one semester longer to complete.

STUDY GROUPS

Students are encouraged to meet in small groups whenever possible to further their academic purposes. Many classes actually require small group

projects as part of their class work. Because of the limited number of class contact hours, group work has been found extremely helpful in promoting integration and understanding of course work.

SUBSCRIPTIONS

The following subscriptions are available through the Program Office:

MBA Magazine - Free to students
Wall Street Journal - At half rate prices
Business Week - At special prices

These subscriptions will be made available to you through your instructors or you may contact the Program Office.

TAPE RECORDING LECTURES

Students are invited to tape record any lectures they attend if so desired. If a student knows in advance he or she will miss a scheduled class, the Program Office may be called and arrangements made to tape the class.

THESIS/PRACTICUM

At the completion of all course work, each student is required to do a major concluding paper. This consists of one of the following:

The Practicum Paper

HRM students must do a practicum paper at the end of their coursework while MBA students have the option of doing a practicum paper or a thesis.

HRM: The HRM practicum paper is used to design, implement and report on an intervention strategy or OD experience. Some secondary work may be involved, such as the use of references, but instead of extensive research,

the author will be reporting real time or actual happenings. For the Human Resource Management Program, the practicum paper represents a capstone or culmination of your work at Nova University, and therefore, this paper should be representative of the depth and quality of academic work of which you are capable. You may wish to show this paper to prospective or current employers and we will want to show visitors for accreditation, as well as visitors from other schools, something about the quality of work expected and produced by students at Nova University. The actual skills necessary for the HRM practicum are learned in GMP 5240, Advanced Organizational Development.

MBA: The practicum paper is used as a program requirement when students choose to not write a formal thesis. Again some secondary or even primary research may be involved, but the faculty actually desires to learn how the student has integrated and applied the basic or core MBA curriculum to their work or organization through a business policy case study. This should be a "hands-on" study with conclusion suitable for implementation.

Where no organizational applicability exists in the rare cases where a student is unemployed, a case study will be assigned by the Program Office. The MBA program also contains a capstone course, GMP 5090, Business Policy, which focuses on planning, strategic decision making, and policy analysis. We would like to have the MBA practicum paper deal with these broader issues and managerial concepts.

Both Programs: In either case, the student must sign up for GMP 5390 at the beginning of their work on the practicum paper. A progress report on the practicum paper must be handed in at the end of each term. This

registration carries no fee and no credit. If you are carrying a specific major within the basic program, the course number will vary as follows:

GMP 5310	Practicum, Energy Technology Management
GMP 5400	Practicum, Health Management
GMP 5490	Practicum, Marketing
GMP 5800	Practicum, Certificate of Banking
GMP 5900	Practicum, Complete Systems Management

A separate publication outlining Practicum requirements will be available in January 1980.

The Thesis: MBA students have the option of writing a thesis in lieu of the Practicum Paper at the conclusion of the required program of study. Selection of the thesis option requires the student to register for GMP 5100 for preparation of the thesis and reduces the number of possible electives to two courses. Choosing a problem should be done well before the final block. To provide as much time as possible for accomplishing the necessary research and preparing the paper, the student should make every effort to select a problem, prepare the prospectus and have it approved by two Nova faculty members before registering for GMP 5100. A handout on the thesis project is available from the GMP office.

TIME LIMIT

The time limit for all masters programs is five years from the commencement of class work. A Continuation Fee of \$150 a year will be charged beginning six months after course work has been completed. Students may petition the program office for an extension of the time limit which will only be granted in rare, extenuating circumstances.

TRANSFER CREDIT

The GMP office will accept up to six hours of graduate transfer credit from another accredited university. In order to meet our requirements, however, this credit must be taken in appropriate subjects and carry a course grade of B or better. Any work taken at another institution after entering the GMP curriculum must be approved by the administration in advance.

Consideration of transfer credit will only be made upon written application from the individual student and will be decided on an individual basis. Students are advised to clear up their transfer credit as early in their program as possible.

TUITION AND FEES

The student costs are as follows:

Application Fee	\$25
Tuition per Credit	\$90
Late Registration	\$10
Split Payment Fee	\$10
Incomplete Fee	\$10
Interrupted Study	\$15
Graduation Fee	\$15 (Cap and Gown extra)
Continuation Fee/Year	\$150 (Commencing 6 months after the completion of all class work)

Tuition is due and payable in full at the time of registration. If for any reason you are unable to pay the entire sum at time of registration, you must arrange to come into the office in person and sign a promissory

note. Failure to comply with this system will result in your not being registered for the classes you desire. In the event that payment is not made in full at time of registration, a split payment fee of \$10 will be assessed. In addition, if a student has not registered for coursework during the previous term, he will be charged an interrupted studies fee of \$15. Students registering after the last day of the registration period will pay an additional \$10 late fee.

WITHDRAWALS AND REFUNDS:

Students may withdraw at any time before the third weekend of classes, but may only do so by formal written request. This written request must be addressed to the Graduate Management Programs Office and the instructor should also be notified. Refunds will be made solely at the option of Nova based on the legitimacy of the reason for withdrawal. When granted, refunds will be according to the following schedule: after the first weekend - 75%; after the second weekend - 50%, after the third weekend - 0%. It is absolutely essential that withdrawals be applied for in writing. Simply notifying your instructor or the office over the telephone or in person will not suffice and will result in your receiving no refund and probably receiving a failing grade for the course. Please note that refunds must be processed through the Comptroller's Office and usually take at least two weeks to be cleared and a check to be drawn.

Family Discounts: In the case of two immediate family members attending a program offered by Graduate Management, the second person is entitled to a 50% reduction in tuition. This is not a university-wide

procedure, but applies only to Graduate Management degrees. For the discount to apply, both family members must be enrolled in the courses during the same semester.

WRITING STANDARDS

All work submitted for any course should be neat, typed, and prepared according to standards acceptable for graduate work. The reason for this is that papers become the property of Nova University, and they are saved for accreditation and review purposes. Therefore, it is recommended that you make a copy of any work you do instead of inspecting your original papers on file with the program office to see instructor's comments. Saving a copy also is added protection for the student when papers mailed in are lost in transit or when a grade is challenged.

It is essential that all papers have a title page similar to the example herein. We can catalog and file only with this information on the front page and will be able to find your paper quickly should you or anyone else want to see it. Using the correct title page is a good practice and gives the total paper the mark of graduate quality.

All references used when researching topics should be properly documented. Others authors deserve credit for their creativity also! Please get in the habit of documenting sources and making reference citations (and avoid plagiarism). Nova University accepts the widely used system common to the social sciences. If you are not familiar with it, you can learn more from this publication available at most bookstores on the APA writing style format:

Publication Manual of the American Psychological Association,

Second Edition, Washington, D.C.: American Psychological Association, 1975.

We have been proud of past papers which have implemented these recommendations, and you will feel the same way about your work and accomplishments in the program if these guidelines are followed. Others will judge you by your written communication and developing good habits in the graduate program will automatically be carried over to your professional careers - to your benefit and ours.

On the next page is a sample title page, the style of which should be used on every paper you do for the GMP office.

THE IMPACT OF SOCIO-POLITICAL
FACTORS ON CORPORATE
STRATEGY

A Paper

Submitted to the Division of Graduate Management Programs of Nova University in partial fulfillment of the requirements for the Master of Business Administration Degree (or Master of Science in Human Resource Management Degree).

September 1, 1979

By: Jane W. Student
Student #: 051-66-3482
For: GMP 5010, Environment of Business

Professor: Dr. A.B. Smith